SENIOR TRAINING OFFICER MEETING

Wednesday, 8 June 1977, 1000

AGENDA

STATINTL

1. Course Descriptions and Criteria for
   Student Selection

2. The FY 1978 OTR Curriculum   Mr. Fitzwater
   (See Attachment)

STATINTL

3. CIA Representation at the Defense
   Intelligence School

4. Ramifications of the HAC Staff
   Report, Especially STO/Component
   Training Officer Relationships

5. The Training Evaluation
   Responsibilities of OTR and
   Directorates/Offices

6. Seminars on Performance Evaluation
   as a Possible Remedy for Unrealistic
   Fitness Reports

ADMINISTRATIVE - INTERNAL USE ONLY

FY 1978 CURRICULUM PLANNING

Name of Course	Original			Proposed		
	No. of Runnings	Students per Running	Total Students	No. of Runnings	Students per Running	Total Students
General Management						
Fundamentals of Supervision and Management	9	38	342	12	*38	456
Levinson Leadership Seminar	2	21	42	2	21	42
Management Communications	4	20	80	---------- DROP ----------		
Management Seminar	6	20	120	6	20	120
Managerial Grid	6	38	228	6	40	240
Problem Analysis and Decision Making	6	21	126	---------- DROP ----------		
Program in Creative Management	-	-	-	4	12	48
Supervisory Skills	6	25	150	---------- DROP ----------		
Specialized Management						
Career Counseling	4	12	48	4	12	48
Management for Equality of Opportunity	9	30	270	9	30	270
Field Administration	6	20	120	6	15	90
FOIA/PA Seminar	--	--	--	4	30	120
Management by Objectives	6+	35	210	---------- DROP ----------		
Project Officer in the Contract Cycle	2	26	52	2	26	52

*We will further increase class size if there is enrollment pressure.

Name of Course	Original			Proposed		
	No. of Runnings	Students per Running	Total Students	No. of Runnings	Students per Running	Total Students
Financial Management						
Accounting Control & Applied Financial Management*	5	20	100	5	20	100
Fundamentals of Budgeting	3	20	60	2	20	40
Survey of Financial Management	2	60	120	2	60	120
Records						
File Systems and Procedures Seminar	4	30	120)			
Forms Analysis and Design Seminar	on request	9	--)	To be combined into single		
Forms Management Seminar	4	30	120)	"Survey of Records Management,"		
Records Disposition I	4	30	120)	run as follows		
Records Disposition II	4	30	120)			
Records Management Survey	4	30	120)	4	30	120
Clerical and Administrative						
Administrative Procedures	7	20	140	7	20	140
Employee Development Course for Office Workers	10	35	350	10	36/37	360/370
Office Management Seminar	3	14	42	3	14	42
Secretarial Administration	6	35	210	6	36/37	216/222

*Combined into one course

Name of Course	Original			Proposed		
	No. of Runnings	Students per Running	Total Students	No. of Runnings	Students per Running	Total Students
Information Science						
Information Science for Financial Management	1	20	20	becomes a workshop		
Information Science for Imagery Analysis	3	20	60	3	20	60
Information Science for Intelligence Functions	3	30	90	3	30	90
Information Science for Managers I	2	30	60	2	30	60
Information Science for Managers II	3	30	90	3	30	90
Intelligence Engineering Systems Analysis	1	30	30	1	30	30
Survey of Intelligence Information Systems	3	30	90	3	30	90
System Dynamics: Principles and Applications	3	25	75	3	25	75
Statistical Concepts for Analysts and Managers	7	20	140	10	20	200

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	Original			Proposed		
Name of Course	No. of Runnings	Students per Running	Total Students	No. of Runnings	Students per Running	Total Students

STATINTL
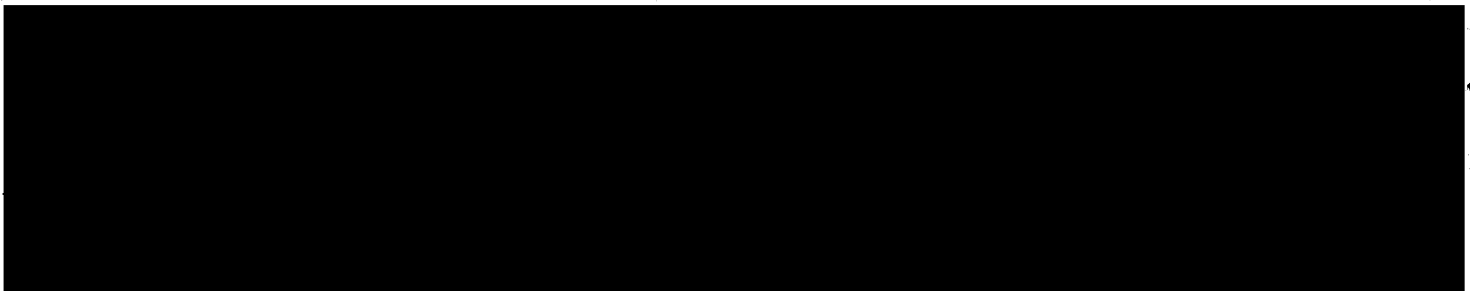
Communication Skills

Effective Written English	12	12	144	12	12	144
Intelligence Briefing	6	16	96	6	16	96
Writing Better Reports	13	10	130	13	10	130

General and Orientation

Administration Directorate Review: Trends and Highlights	4	45	180	4	45	180
Advanced Intelligence Seminar	4	25	100	4	25	100
China Familiarization	1	25	25	1	25	25
CIA Senior Seminar	2	20	40	2	20	40
CIA Today and Tomorrow	4	210	840	4	210	840
Industrial Training Course	3	12	36	3	12	36
Intelligence Process Course	3	25	75	4	20	80
International Economics for Operations Officers	3	25	75	3	25	75
Introduction to CIA	7	40	280	7	40	280

	Original			Proposed		
Name of Course	No. of Runnings	Students per Running	Total Students	No. of Runnings	Students per Running	Total Students
STATINTL General and Orientation						
Midcareer Course	5	31	155	5	31	155
Orientation for New Employees	11	45	495	11	45	495
Preparing for Overseas Assignment	5	50	250	5	50	250
Other						
Instructor Training	on request	8	--			
Special Courses for CTs						
Career Trainee Operations Orientation Course	4	20	80	4	20	80
Information Science for Career Trainees	1	30	30	1	30	30
Operational Records and Desk Orientation for CTs	4	15	60	4	15	60
Orientation for Career Trainees	2	30	60	2	30	60